



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ELEVATOR INSPECTION SUPERVISOR

Job Number: 20000793

Job Code: 32140V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the administration and enforcement of the state elevator inspection program; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Four years experience as a state Elevator Inspector III.

#### **Substitute EDUCATION for EXPERIENCE:**

Bachelor's or associate's degree in engineering, engineering technology or related field OR completion of the National Elevator Industry Education Program (NEIEP) OR completion of National Association of Elevator Contractors Program (NAEC) will substitute for three years of the above experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Five years experience in the inspection or construction, installation, maintenance and repair of elevators and their appurtenances will substitute for the above experience.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must hold a certificate of competency from the Kentucky Department of Housing, Buildings and Construction and ASME QEI-1 Certification. Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure (s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises elevator inspections in the state elevator inspection program. Assigns job duties and areas to be inspected. Provides training and interpretation of state code for inspectors. Grants or rejects inspection waivers. Reviews inspection reports and grants certificates of compliance. Notifies building owners of reasons for code violations. Interprets state code for other department officials. Interprets department policies and procedures for employees. Prepares reports and records for State Fire Marshal. Assists inspectors as necessary.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must be able to bend, stoop, crawl and climb. Exposed to hazards associated with inspecting elevators.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will frequently travel to perform inspections.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*